

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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14 September 1948

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SUBJECT: Staff Reorganization

1. In the interest of economy, opportunity for improved administrative support, and the elimination of duplication, the following changes in organization are to be effected:

a. The following offices will be administratively abolished:

Executive Director
Executive for Administration and Management
Administration and Services, OSO
Personnel Division, A&S, OSO
Special Funds Division, A&S, OSO
Transportation and Supply Division, A&S, OSO
Personnel Branch, A&M
Services Branch, A&M
Budget and Finance Branch, A&M
Management Branch, A&M

b. The following offices will be administratively established:

Executive for Administration
Personnel Officer
Services Officer
Budget Officer
Management Officer

c. The offices established by "b" above will be under the direct jurisdiction of the Executive for Administration.

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2. [REDACTED] will be the Executive for Administration.

3. The following policies are announced in connection with the changes announced above:

a. This change will definitely go into effect on 1 December 1948, and it is directed that complete and thorough studies of the details involved be made by the contemplated Executive for Administration under the supervision of the Deputy Director, to be submitted for approval to the Director by 1 November 1948.

b. The changes in organization will be accomplished on the basic premise that there must be as little interference as practicable.

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be no physical movement of personnel, equipment, or functions until such time as all details are thoroughly worked out with regard to each office and the plan specifically approved by the Director.

c. Within CIA the Executive for Administration is a principal staff officer on the staff of the Director of Central Intelligence with the primary function of coordinating all administrative support to all offices of CIA. In the interests of operational security, the Executive for Administration will provide for covert and overt branches in each division of his office. He is further charged with the responsibility for the security of administrative elements engaged in supporting covert activities. Where practicable, elements providing covert support will be physically located in close proximity to the activities supported.

d. All Assistant Directors will conduct their operations within the authority delegated them by the Director and within the budget allocations approved by the Director. Established policies affecting operations within the authority delegated will be administered by Assistant Directors. New questions pertaining to operational policy will be decided by the Director upon the recommendations of the Assistant Director(s) concerned. Questions pertaining to administration will be processed by Assistant Directors through the Executive for Administration.

4. In order to implement the subject changes in organization, the following procedures will be followed:

a. Personnel of the Special Funds, OSO, will be absorbed by the Budget Officer, CIA.

b. Personnel of the Personnel Division, OSO, will be absorbed by the Personnel Officer, CIA.

c. Personnel of Administration and Services, OSO, and Transportation and Supply Division, OSO, will be absorbed by the Services Officer, CIA.

d. The following activities will remain as staff functions of the Director of Central Intelligence:

- (1) Executive for Inspection and Security
- (2) Interdepartmental Coordinating and Planning Staff
- (3) General Counsel
- (4) Advisory Council

e. Necessary small administrative staffs for internal operations in OSO and OPC will be maintained within those Offices.

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5. Attached hereto as Appendix "A" is tentative Organizational Chart of CIA to incorporate the subject changes. Where necessary, new functional statements and tables of organization will be issued separately.



R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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1 Encl. Appendix "A"

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